



GUIDELINES FOR USE OF THE CHURCH AND FAMILY LIFE CENTER (Revised 8/16/11)

Crossroads Assembly of God
10220 Wooster Pike Road
Creston, Ohio 44217
330-435-4330

Our church and Family Life Center are for the enjoyment of everyone who regularly attends Crossroads Assembly of God. To insure that everyone has a clear understanding on the use of the church and Family Life Center, the following guidelines have been established and will be strictly adhered to.

GENERAL INFORMATION

1. There will be no alcoholic beverages or smoking in the building or on the church grounds. (Please make sure your guests are aware of this.)
2. Music played during events should not contain lewd or obscene lyrics
3. Any plans that include dancing or music will need to be discussed and approved by the church Pastor prior to scheduling the facility. Lewd dancing or obscene behavior will not be tolerated
4. During your function it is necessary for someone from the church to open and close the facility, as well as to set the heat and/or air conditioning. Unless you are requesting use of the church sanctuary, we will open the doors on the South side of the building and your guests should use this entrance, as the main doors will be locked. All activities and clean up need to be completed no later than 11:00 p.m.
5. In booking an activity, please try to book it at least 4 weeks in advance. In booking a date, if there are two parties interested in the same date, it is first come, first served.
6. You are required to fill out a Building Use Form (please see attached form).
7. If you have any questions about these guidelines, please call the church office at 330-435-4330, between the hours of 8 a.m. and 2 p.m. on Tuesdays or Thursdays.
8. The party that schedules the facility will be responsible for the behavior of all of the attendees of their event. The church will not be held responsible or liable for any inappropriate behavior that may occur during a personally scheduled event
9. Any damage that occurs to the church facility or grounds during an event will be the responsibility of the party that scheduled the facility

FAMILY LIFE CENTER (FLC)

1. The booking of the Family Life Center for an activity must go through the church office and the date must be confirmed with the church calendar.
2. It must be understood that all set-up, take-down and clean-up will be done by the party using the FLC. However, if you wish to hire someone to do this work, the church will supply someone at a cost of \$15.00 per hour. This cost is beyond any deposit paid.

A. SETTING UP

1. All chairs to be used for the activity should be taken from the storage cart in the FLC.
2. No chair should ever be used to reach areas unattainable from standing on the floor. This could result in an accident and/or damage to the chair.
3. Please do not sit on the backs of the chairs with your feet on the seat. Again this could result in an accident and/or damage to the chair.

B. TABLES

1. All tables used in the FLC should be taken from the storage cart.
2. Please do not sit on the tables.

C. DECORATING

1. The FLC is too large to try to decorate every area. The most attractive way is to concentrate on just the table coverings and possibly a floral centerpiece for each table. This gives you the look of a fine restaurant.
2. Nothing is to be hung from the ceiling or lights.

D. CLEAN-UP

1. All chairs should be cleaned of any food or spills before being returned to the storage cart. If any chair is damaged, please inform the person closing up the church.
2. All table coverings should be removed and any tape used to ad-here the coverings should be removed also.
3. All tables should be wiped off before being returned to the storage cart.
4. Please inspect the floor. If you find any food on it, please throw it away. If you have any major spills on the floor, try to get it up as best as you can and inform the person closing up the church.
5. Make sure all cleaning equipment, supplies, kitchen items, etc. have been cleaned up and returned to their proper places. Any wash cloths or towels used during your party may be left on the kitchen counter and one of our members will take care of them

E. TRASH REMOVAL

1. All paper, trash and garbage must be placed in a plastic garbage bag.
2. All plastic bags full of refuse must be taken by the party using the facility, unless other arrangements have been made with the Pastor, prior to use of the facility.

KITCHEN

Our kitchen is a wonderful new facility and should be enjoyed. However, it should be understood that it is not a commercial kitchen. This means that only minor food preparation (like you would at home) can be done.

It is not the church's responsibility to provide things in the kitchen to prepare food for outside parties. We have various kitchen items, as you would at home, that you may use, but these need to be cleaned and put back where they belong. All cupboards and drawers have been labeled for this reason. If for some reason any of the church's kitchen items ends up broken or damaged, please inform the person closing up.

YOUR RESPONSIBILITIES

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Table Coverings	Supply:	Opening/Closing
Table ware:		Heat/Air
Napkins		Kitchen & Utensils
Silverware		Trash Receptacles
Plates		Chairs
Bowls		Tables
Cups		Optional set-up, take-down & clean-up
Storage containers for extra food		

SAFETY

1. Use of the refrigerator: If the refrigerator is empty you may use it. If it is not, you need to provide an ice chest to keep your things cool and at the end of the party, take things home. If you are able to use the refrigerator, please wipe up any spills that occur during your party.
2. Make sure there are no spills on the floors, please clean these up as best you can, and inform the person closing up.
3. NO grease is to be poured down any drain. Grease must be placed in an empty can (please bring with you), and disposed of in the garbage.
4. All food items, brought in by you, must be removed from the kitchen and refrigerators after your party.
5. Any item left in the kitchen for more than four weeks becomes property of the kitchen.

AGREEMENT:

I have received and read the Crossroads Family Life Center Policy and agree to abide by its contents.

Member Responsible for Event

Date